

# Local Sportsmen's Group

## Grant Application Packet



### **Deadline for Applications**

Completed grant applications must be received by 5 p.m. on August 15, 2007. Late submissions will not be accepted. Submit your application to:

Arizona Game and Fish Department, DOFP

Grants Administrator

2221 W. Greenway Road

Phoenix, AZ 85023

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## **Arizona Game and Fish Department Local Sportsmen's Group Grants**

### **Introduction**

The Arizona Game and Fish Commission created the Local Sportsmen's Group Grants Program in 2007 to assist local sportsmen's groups in supporting wildlife conservation. Through the local sportsmen's group grants program, the Commission supports the Department's hunter education, sportfish education and shooting education programs, encourages hunters to become more proficient with firearms, and promotes safe hunting and shooting practices.

Through this program, the sportsmen's groups and the Arizona Game and Fish Department are encouraging hunter, angler, shooter and trapper recruitment and retention. Growing concerns over declines in hunting participation across the state and nation are further highlighted in decreasing license sales in recent years. "Recruitment" means bringing a person into hunting and/or shooting sports through their participation in, and commitment to, an activity. A minimum outcome is that the person leaves holding a positive experience and opinion toward hunting, shooting and fishing sports. Recruitment can include invoking a positive change in personal attitude toward the sport regardless of ongoing physical participation in the activity. "Retention" means maintaining positive, economical, social and/or political involvement in hunting, shooting and fishing sports through a person's continuing participation in, and/or support of these activities.

Developing a grants program for local sportsmen's groups is an element of the Department's strategy for enhancing hunter, shooter and angler recruitment and retention. Historically, local sportsmen's groups have played a meaningful role in defining the North American Model of Wildlife Conservation. Noteworthy advances attributed to the influence of sportsmen's groups include their role in eliminating market hunting at the end of the 19<sup>th</sup> century, and the grassroots support they provided in the 1930s for dedicated funding from Congress for research and management programs in the state wildlife agencies.

The Commission provides grant funds annually as authorized by the Legislature; granting or denying funds is at the discretion of the Commission. All grant agreements must comply with the laws and regulations governing the Commission.

### **Questions**

If you have a question about the grant program or any of the application materials that is not answered in this packet, contact the Arizona Game and Fish Department's Grants Administrator at (602) 789-3530.

### **How to apply**

You must use the forms supplied in this packet, and must include all documentation at the time you submit your application. An instruction sheet is included with the forms. Incomplete or late applications will not be accepted. Applications post-marked on August 15, 2007, but not physically received at the Funds/Planning Section prior to 5:00 p.m. will **not** be accepted.

Three complete sets of the application and supporting documentation must be submitted. The materials and documentation must be on standard, letter-sized 8.5 x 11 paper. Faxed or electronic applications will not be accepted.

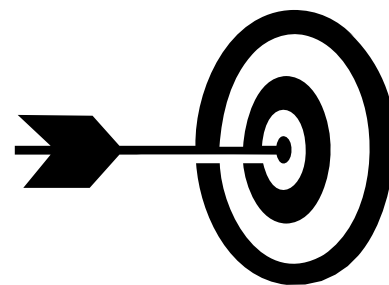
**Deadline.** Grant applications must be received on or before 5 p.m. August 15, 2007. Submit your application to:

Arizona Game and Fish Department, DOFP  
Attn: Grants Administrator  
2221 W. Greenway Road  
Phoenix, AZ 85023

**Who is eligible?**

To be eligible for the Local Sportsmen's Group Grants, the group

1. Must be related to hunter, angler, promotion or coordination
2. Must complete the project before June 30, 2008.
3. Must have a project related to funding windows. This year the funding windows focus is hunter, angler, shooter or trapper recruitment and retention.
4. Must be a local, Arizona based sportsmen's group.
5. Must submit an Arizona GAO-W-9 Form, also called the Arizona Substitute W-9 Form, with the application. The form can be obtained from [www.gao.state.az.us/vendor](http://www.gao.state.az.us/vendor) on the Internet. You may also call the Arizona Department of Administration at (602) 542-5405 to request this form by mail or fax.



**Applicants who do not meet these criteria will be rejected.**

The Department creates funding windows for the Sportsmen's Group Grants program. This year the funding windows will focus on Hunter, Angler, Shooter or Trapper (HAST) recruitment and retention. Eligible grant applications must focus on this pre-determined focus.

The Department's focus for the 2007 grant year will be:

**Hunter, Angler, Shooter or Trapper (HAST) recruitment and retention.**

Examples of eligible projects include:

- Small game camps
- Fishing clinics
- Beginning shooter programs
- Educational outreach

Applicants must meet all state and federal laws and rules. All participants must be properly licensed and stamped for the activity. All programs must be open to the public.

Grants dollars cannot be used for activities such as, but not limited to:

- To purchase hunting or fishing licenses, tags or stamps
- Group banquets
- Raffle prizes
- Trophy hunting challenges, activities or competitions
- For-profit projects

### **Grant requirements and limitations**

1. The Arizona Legislature and the Arizona Game and Fish Commission will determine how much money is available each year; currently the total is \$50,000. One sportsmen's group may apply for a single or multiple grants. More than one grant may be awarded to one group; these projects must be stand alone projects. The Arizona Game and Fish Department may partially fund project(s) at its discretion.
2. Applicants must not have any unfinished Local Sportsmen's Group Grant projects with the Arizona Game and Fish Department. Groups that have defaulted on previous grants are not eligible; unless the default was by agreement between the Department and the applicant. In addition, a sportsmen's group may be found ineligible if it had past performance issue(s) (e.g., violated the terms of a Department grant agreement within the past two years.)
3. Submitted projects must be completed before June 30, 2008.
4. Although a match of dollars or in-kind labor is not a requirement, it is considered a positive asset during the evaluation and scoring process.
5. Transfer of 90% of the awarded funds will be at the start of the project period and the final 10% will be transferred at the close of the project, unless both parties agree that all project costs must be expended at the beginning of the project period.
6. If the Arizona Game and Fish Department does not receive approval from the Arizona Legislature for the Local Sportsmen's Group Grants Program in a given year, no grants will be awarded.

### **How grant applications are scored**

Grant applications are scored by a panel of at least three department employees; with each employee submitting a separate score sheet. Points are awarded according to how well the proposed project meets scoring criteria. Criteria:

- 1. Funding Windows- This year the focus is Hunter Recruitment and Retention (HAST) = 20 pts**
  - Project focus relates to funding windows
  - Number of persons impacted in relation to the scope of the project
  - Potential number of non-hunters recruited
  - Emphasis on hands-on experience and participation
  - Ratio of mentors to participants
- 2. Financial Need = 20 pts**
  - Amount of Funding / Budget
  - Availability of other funding sources (banquets, national group affiliation, membership dues, etc.)
  - Match:
    - In-kind (volunteers or equipment)
    - Dollars
    - Fees to participants
    - Purchase of own licenses/ tags/ stamps

**3. Group's Mission – Multiple Species = 10 pts**

The group's primary beneficiaries are multiple wildlife species

**4. Group's Membership – State and Local Focus = 10 pts**

Membership is predominantly Arizona residents

**5. Benefit of Project to Arizona = 20 pts**

- Project takes place in Arizona and benefits the wildlife and/or people of Arizona
- Public Purpose (not purchasing licenses/stamps/tags, no raffles/gambling)

**6. Feasibility of Project = 20 pts**

- Timeline
- Scope of Work
- Correlation of Project Work with Budget
- Staff and Equipment

Applicants who do not receive funding in one grant cycle may re-apply another year. The Director of the Arizona Game and Fish Department determines final grant awards.

**2007 Application Timeline**

- Grant announcement June 20, 2007.
- Application deadline August 15, 2007.
- Grant awards announced on or about October 31, 2007.
- Funds will be available when the Grant-In-Aid -Agreement is signed by both parties.

# Arizona Game and Fish Department

## Local Sportsmen's Group Grants Application

- Please answer every question that is applicable to your group's proposed project as completely as possible.
- Please attach separate pages if necessary.
- If you have any questions about completing this application, please contact the Grants Administrator at (602) 789-3530.

### **Grant Application Form Instructions:**

1. For Question 1, please insert a short, yet descriptive title for your group's proposed project.
2. For Question 2, please state the amount of grant funds requested.
3. For Question 3, please provide a brief description of your group's proposed project, including (A) the work to be performed, (B) the project period timeline, (C) an itemized list of costs to perform the work, (D) the number of persons and types of equipment needed to complete the project, (E) the public purpose served by the project, and (F) how the project will fulfill the goals of the Local Sportsmen's Group Grant Program, namely recruitment and retention of hunters, anglers, shooters, and trappers. What is the potential recruitment rate (numbers or a range of numbers, if possible).
4. For Question 4, if your group's proposed project involves on-the-ground work or activities, please include the general location and a description of the project area, including a map.
5. For Question 5, (A) please provide the name of your group, (B) the number of members (give us a breakdown of percentage of resident and nonresident members and the geographical location by county.) (C) Membership trend for the last three years. (D) Your group's mission statement, (E) describe the nature and amount of your group's funding sources (membership dues, funds from any national or regional chapter of your group, etc.), and state your group's need for Local Sportsmen's Group Grant Program funds to accomplish the proposed project.
6. For Question 6, please state the nature and amount of any funding source for your group's proposed project other than grant funds from the Local Sportsmen's Group Grant Program.
7. For Question 7, please provide the name, title, address, phone number, fax number, and e-mail address of the person from your group who is responsible for the proposed project and has the authority to sign any grant agreement on your group's behalf.
8. For Question 8, please provide the names of any employees of the Arizona Game and Fish Department with whom your group has discussed the proposed project.

# Grant Application Form

<b>Project #:</b> (For AGFD use)	<b>Received Date:</b> _____
<b>1. Project Title</b>	
<b>2. Amount of Grant Funds Requested</b>	
<b>3. Description of Project</b>	
A. Work to Be Performed.	
B. Project Period Timeline, Including Start and End Dates and Project Milestones.	
C. Itemized Costs to Perform the Work (attach budget sheet).	
D. Number of Persons and/or Types of Equipment Needed to Complete the Project.	
E. The Public Purpose Served by the Project.	



F. How the Project Promotes Recruitment and Retention of Hunters, Anglers, Trappers, and Shooters and what is the potential recruitment rate (numbers or a range if possible)

1. How many people will the project impact?
2. How many new potential hunters, anglers, shooters and/or trappers will the project reach?
3. Does the project provide hands-on hunting, angling, shooting and/or trapping experience?
4. Does the project include a mentoring component? If so, please describe the mentoring provided by the project, including the ratio of mentors to participants.

**4. Location of Project, if Applicable provide maps**

**5. Description of Your Group**

A. Name of Group

B. Number of Members, including the percentage of members who are Arizona residents or nonresidents and geographical location by county

C. Membership trend for the last three years

<p>D. Mission Statement</p>
<p>E. Your Group's Funding Sources Generally and Financial Need Statement</p>
<p><b>6. Specific Funding Sources for the Project, if Applicable</b></p>
<p><b>7. Contact Information for Your Group's Project Representative</b></p> <p>A. Name</p> <p>B. Title</p> <p>C. Address</p> <p>D. Phone Number</p> <p>E. Fax Number</p> <p>F. E-Mail Address</p>
<p><b>8. Name of Arizona Game and Fish Department Employee(s) Your Group Has Contacted Regarding the Project, if Any</b></p>

**Please mail completed application to:**  
Arizona Game and Fish Department, DOFP  
Attn: Grants Administrator  
2221 W. Greenway Road  
Phoenix, Arizona 85023

LOCAL SPORTSMAN'S CLUB GRANT PROGRAM  
GRANT-IN-AID PARTICIPANT AGREEMENT

BETWEEN THE ARIZONA GAME AND FISH COMMISSION  
AND **[INSERT NAME OF GRANTEE]**

This Local Sportsman's Club Program Grant-in-Aid Participant Agreement ("Agreement") is entered into between the Arizona Game and Fish Commission ("Commission") and **[INSERT NAME OF GRANTEE]** ("Grantee") (collectively "Parties" and singularly "Party") pursuant to A.R.S. §§ 17-231(A)(2), 17-231(B)(7) and 17-261. The terms "Department" and "Director" refer to the Arizona Game and Fish Department and its Director, acting as administrative agent for the Commission.

WHEREAS, the Commission believes that local sportsman's clubs are an important partner in conserving Arizona's wildlife and preserving Arizona's hunting heritage;

WHEREAS, the Commission wishes to foster this valuable partnership by granting funds to the Grantee to carry out the project(s) set forth in the Grantee's approved grant application ("Application"), which is incorporated herein and attached as Exhibit A, in accordance with the terms of this Agreement;

NOW, THEREFORE, the Parties agree that:

1. The Department shall provide to the Grantee **[\$[INSERT AMOUNT OF AWARD]]** to carry out the project(s) set forth in the Grantee's Application. Awarded grant funds, less ten (10) percent, shall be transferred to the Grantee. Transfer of the final ten (10) percent shall be transferred upon receipt of a certification of completion of the project. If both parties agree that all project costs must be expended within the first quarter of the year, following contract award, the Department shall transfer the total amount of awarded grant funds to the participant within the first quarter. The Grantee shall place all grant monies received in a non-interest bearing account
2. At its discretion, the Department may conduct periodic on-site inspections of the project(s) at all reasonable times.
3. All funds provided to the Grantee under this Agreement shall be used solely for the purpose(s) set forth in the Grantee's Application. Should the Grantee use funds provided to it under this Agreement for purpose(s) other than those set forth in the Grantee's Application, this Agreement shall terminate automatically and the Grantee shall return to the Department all misappropriated and unused funds.
4. All written materials distributed by the Grantee regarding the project(s) for which the Grantee has received grant funds shall contain the official Department logo and state that funding for the project(s) has been provided by the Arizona Game and Fish Commission.

5. In the event of a conflict between the terms of this Agreement and the Grantee's Application, the terms of this Agreement shall govern.
6. This Agreement is effective as of the last signature date and expires as of the date the project(s) in the Grantee's Application are completed.
7. Either Party may terminate this Agreement upon thirty (30) days' written notice to the other Party. Upon termination, the Grantee shall cease all work performed pursuant to this Agreement and return any unused funds to the Department.
8. All written notices concerning this Agreement shall be delivered in person or sent by certified mail, return receipt requested, to the Parties as follows:
  - A. For the Commission and Department:  
Duane Shroufe  
Director  
Arizona Game and Fish Department  
2221 West Greenway Road  
Phoenix, Arizona 85023
  - B. For the Grantee:  
**[INSERT NAME AND ADDRESS OF GRANTEE AND ITS REPRESENTATIVE]**
9. The Parties may amend the terms of this Agreement by mutual written consent.
10. In carrying out the terms of this Agreement, the Parties agree to comply with Executive Order 99-4 prohibiting discrimination in employment, the provisions of which are incorporated herein by reference.
11. Pursuant to A.R.S. § 35-214, all books, accounts, reports, files, electronic data, and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the State of Arizona for five (5) years after completion of this Agreement.
12. To the extent required under A.R.S. § 12-1518, the Parties agree to use arbitration to resolve any dispute arising under this Agreement, with each Party to bear its own attorneys' fees and costs.
13. This Agreement is subject to termination for conflict of interest pursuant to A.R.S. § 38-511.
14. This Agreement shall terminate automatically if funds necessary to carry out this Agreement are not allocated or available to the Commission or the Department. In the event of such termination, the Commission and the Department shall incur no obligation or liability to the Grantee under this Agreement.

15. This Agreement in no way restricts either Party from participating in similar activities with other public or private agencies, organizations, or individuals.
16. All work performed pursuant to this Agreement shall be in compliance with all applicable state and federal laws and regulations.
17. The Parties agree to comply with Executive Order 2005-30, "Ensuring Compliance with Federal Immigration Laws by State Employers and Contractors," the provisions of which are hereby incorporated by reference.
18. Any special terms and conditions attached hereto as Exhibit B are hereby incorporated into this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date below:

[INSERT NAME OF GRANTEE]

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[Name]  
[Title]

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[Date]

ARIZONA GAME AND FISH COMMISSION

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Duane L. Shroufe  
Secretary to the Commission  
Director, Arizona Game and Fish Department

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[Date]

## **Glossary of Terms**

**Arizona Revised Statutes (A.R.S.):** The laws of the State of Arizona.

**Arizona Game and Fish Department or Department:** The state agency charged with the responsibility of managing wildlife in Arizona.

**Eligibility List (funding windows):** Defines the focus of projects eligible for award in a given grant cycle.

**Fiscal Year (FY):** July 1 to June 30.

**Groups:** Local sportsmen's groups.

**Hunter, Angler, Shooter or Trapper (HAST):** various types of local sportsmen's groups. A group may focus on more than one of these outdoor activities.

**Landowner Incentive Program (LIP):** is a federal program to help implement State Wildlife Action Plans by using government agencies to work more effectively in partnership with farmers, ranchers, and other private landowners in support of 'Cooperative Conservation' efforts.

**Local:** Arizona-based

**Local Sportsmen's Group:** For purposes of this grant program a group, club or chapter whose primary beneficiaries are multiple wildlife species, have a multi-purpose conservation focus (i.e. outreach, education, social and biological benefit/objectives) and are preferably regional in nature and focused exclusively within the boundaries of Arizona.

**Match:** Volunteer hours, equipment and/or money.

**Project period:** means the period of time during which all approved work and related expenditures associated with an approved project are to be accomplished by the participant.

**Recruitment and Retention:** Recruitment is bringing a person into a sport such as hunting, fishing or shooting through their participation in an activity. A minimum outcome is that the person leaves holding a positive experience and opinion toward hunting, shooting and fishing sports. Recruitment can include invoking a positive change in personal attitude toward the sport, regardless of ongoing physical participation in the activity. Retention is maintaining positive, economical, social and/or political involvement in hunting, shooting and fishing sports through a person's continuing participation in, and/or support of these activities.